



# USAID | INDIA

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USAID/India is accepting applications for the following Foreign Service National (FSN) Personal Services Contract position.

**Advertisement No.** : USAID/16-04

**Position Title** : Project Management Specialist (HIV/AIDS)

**Opening Date** : January 27, 2016

**Closing Date** : February 17, 2016

**Number of Positions** : One (1)

**Office** : Health Office (HO)

**Grade** : FSN-11

**Location** : The position is based at New Delhi.

**Working Hours** : 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.

**Education:**

A Master's degree or equivalent in public health, business administration, management or a related area (such as health promotion, social sciences, international health, or development) is required.

**Experience:**

Five years of progressively responsible (increasing responsibility for human, financial or material resources) professional level experience in public health, business administration, data management, management or a related area (such as health promotion, social sciences, international health, or development) is required.

**Duties:**

The USAID/India Project Management Specialist (HIV/AIDS) is a FSN senior-level professional in the USAID/India Health Office and has overarching strategic, technical, project management, and program/administrative responsibilities. S/he serves as a key liaison with the GOI, the private sector, and other development partners, and functions with a high degree of technical independence related to the HIV/AIDS portfolio within the Health Office.

The incumbent provides expert technical guidance in HIV/AIDS-related activities in prevention and care, with a strong focus on strategic information and data analysis. S/he will play a leadership role in using data and information to develop cutting-edge and

innovative HIV/AIDS programming. This position will help lead the strategic planning for how key sources of data can be used to strengthen HIV/AIDS policy and programming and serve as the primary contact of the strategic information flow including data for accountability, monitoring and evaluation, and expenditure analysis data and results. In addition, s/he incumbent will work with the specific projects to monitor and evaluate progress and provide high-level technical assistance to improve quality and effectiveness.

The incumbent will report to the Health Office, Supervisory Health and Population Development Officer (IDPC Team Leader).

Broadly, the incumbent's responsibilities include:

**a. Strategic, Technical, and Thought Leadership**

- Provide analyses, expert advice, updates on developments, and recommendations to senior Mission management and staff regarding the formulation of Mission strategy for assistance in HIV/AIDS and on the management and implementation of related activities in the Mission's portfolio; identify short- and long-range achievable, sustainable strategies and participate, as required, in the development of Mission strategic plans, monitoring strategies, results analyses, resource requests, and other strategic planning and reporting documentation.
- Stay abreast of latest technologies and innovations that can be applied to prevent new HIV/AIDS infections, particularly innovations using experimental designs that will produce significant breakthroughs in the prevention-to-care continuum, including private-sector models leading to impact in containing the HIV epidemic in India; follow best or promising practices from other countries that may be applicable to India or practices successful in India that could benefit other countries.
- Stay abreast of strategies, programs, and interventions planned and implemented by Indian authorities and partners, private-sector entities, the Global Fund to Fight Aids, Tuberculosis and Malaria (GFATM), other international organizations, other U.S. Government (USG) agencies, and development partners to capitalize on opportunities to influence policies and practices, partner for greater synergy, and optimize undertakings and their potential for results.
- Actively engage with the private sector, seeking opportunities for market-based partnerships and solutions, as well as local or global development alliances to achieve greater potential for sustainability; serve as a private sector champion, as directed, and coordinate with other private sector champions, as appropriate; link as necessary with the Center for Accelerating Innovation and Impact in Washington and the Mission Center for Innovation and Partnership for advice and understanding of best practices and lessons learned.

**b. HIV/AIDS Portfolio Management**

- Serve as the project manager for select HIV/AIDS activities. Manage and oversee HIV/AIDS implementing partner performance through regular site visits, routine reports, assessments/evaluations, and participation in technical working groups and

other forums to monitor activities and verify asset use; ensure that issues are identified in a timely manner and that recommended follow-up actions are carried out; identify successes, best practices, innovations, and lessons learned for sharing on a national and global level.

- Ensure strategic information, monitoring and reporting systems are in place to assess progress in HIV/AIDS assistance toward achieving Mission, the U.S. Government President's Emergency Plan for AIDS Relief (PEPFAR) and goals; provide technical input in the development of Performance Monitoring Plans for both specific projects and activities and for the portfolio as a whole; develop a monitoring/evaluation/learning (MEL) agenda for HIV/AIDS programs with a rigorous monitoring system that gauges progress and provides for course correction or other adjustments; routinely review the capacity building needs of the implementing partners, especially local entities, and develop plans to address any deficits.
- Manage and oversee the HIV/AIDS program budget and finances in coordination with Health and Financial Management office leadership; ensure that program/activity expenditures, accruals, and pipelines are monitored and that corrective action is taken when needed; ensure appropriate and timely funding actions.
- Provide information for a coordinated response by HIV/AIDS staff to Program Office, PEPFAR Office of the Global AIDS Coordinator (OGAC), or Office of HIV/AIDS/Washington requests for information or participation, such as participation in strategic planning exercises, or providing portfolio information.

**c. Representation and Coordination**

- Establish and maintain relationships with senior and mid-level officials at the Ministry of Health and Family Welfare (MOHFW), as well as private-sector leaders and representatives, primarily to design, implement, and monitor programs that support efforts to reduce the transmission of HIV/AIDS and achieve PEPFAR goals.
- Play an active leadership role in the PEPFAR program and the technical working groups coordinating effectively with Centers for Disease Control and Prevention (CDC) and other USG stakeholders, and perform assigned duties and tasks related to country/project visits from senior or mid-level USG officials, as assigned or required.

**Language:**

Level IV English and Hindi (fluency – speaking/reading/writing) are required.

**Knowledge:**

The incumbent is required to possess:

- In-depth knowledge of technical and programmatic HIV/AIDS issues and the approaches to address them; knowledge of evaluation methods, both quantitative and qualitative; knowledge of private-sector approaches and innovation frameworks, as well as promising and best practices related to prevention of HIV/AIDS in the public and private sector.

**Ability and Skills:**

The specialist must have:

- Ability to establish and maintain effective working relationships with counterparts from USAID; USAID implementing partners; Government of India, private sector and non-governmental organizations.
- High quality analytical skills and the ability to assess ongoing public health interventions to evaluate their efficacy and efficiency.
- Ability to communicate openly and effectively in English, both orally and in writing, is essential.
- Word-processing and computer skills.
- Excellent interpersonal skills and an ability to work in a team environment.
- Demonstrated experience in: strategic planning, policy formulation, providing technical leadership, facilitating private-sector partnerships, and program management.

**To Apply:**

1. Interested applicants must apply on Application for Employment as a Locally Employed Staff or Family Member Form (DS-174) (attached). Please note: Must answer all the questions in DS-174 application form.

You may also click the link below to access the above form:

[http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174\\_0.doc](http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174_0.doc)

**Applications not submitted in the specified form will not be accepted.**

2. Submit **electronic copies** of applications to: [indiaper@usaid.gov](mailto:indiaper@usaid.gov)

**Or**

**Print copies** of applications to:

Human Resources  
United States Agency for International Development  
U.S. Embassy  
Shantipath, Chanakyapuri  
New Delhi – 110 021

3. **Applicants must specify the advertisement number and position title in Column 1 of the Employment Form.** Applications without reference to a specific advertisement number will not be accepted.

**Notes:**

**Probationary Period:** FSN employees currently serving their probationary period or with less than one year of USG service are not eligible to apply. Employees desiring a change

after the initial probation period will be required to be in their present position for not less than 120 days.

**Compensation:** The selected individual will be compensated in accordance with the Local Compensation Plan for Foreign Service National (FSN) employees.

Applicants living outside New Delhi / NCR should note that if selected for the position, no resettlement travel or housing is associated with the position. It would be the candidate's responsibility to travel to New Delhi in a timely manner for the pre-employment clearances.

**Age Requirement:** Consistent with local law, customs, and practices, the separation/retirement age for Foreign Service National (FSN) employees is 60 years.

**Equal Employment Opportunity:** It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.